



# How to Request e-Filing Access to NextGen

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## Introduction

Each attorney needs their **own individual upgraded PACER account** in order to file documents in NextGen CM/ECF in the United States District Court for the District of Puerto Rico. This document is a step-by-step procedure on **how to request e-filing access to NextGen CM/ECF**.

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## PACER Administrative Account (PAA)

For billing purposes, law firms have the ability to create a **PACER Administrative Account (PAA)** to manage and pay for all charges associated with multiple individual PACER account of their associates.

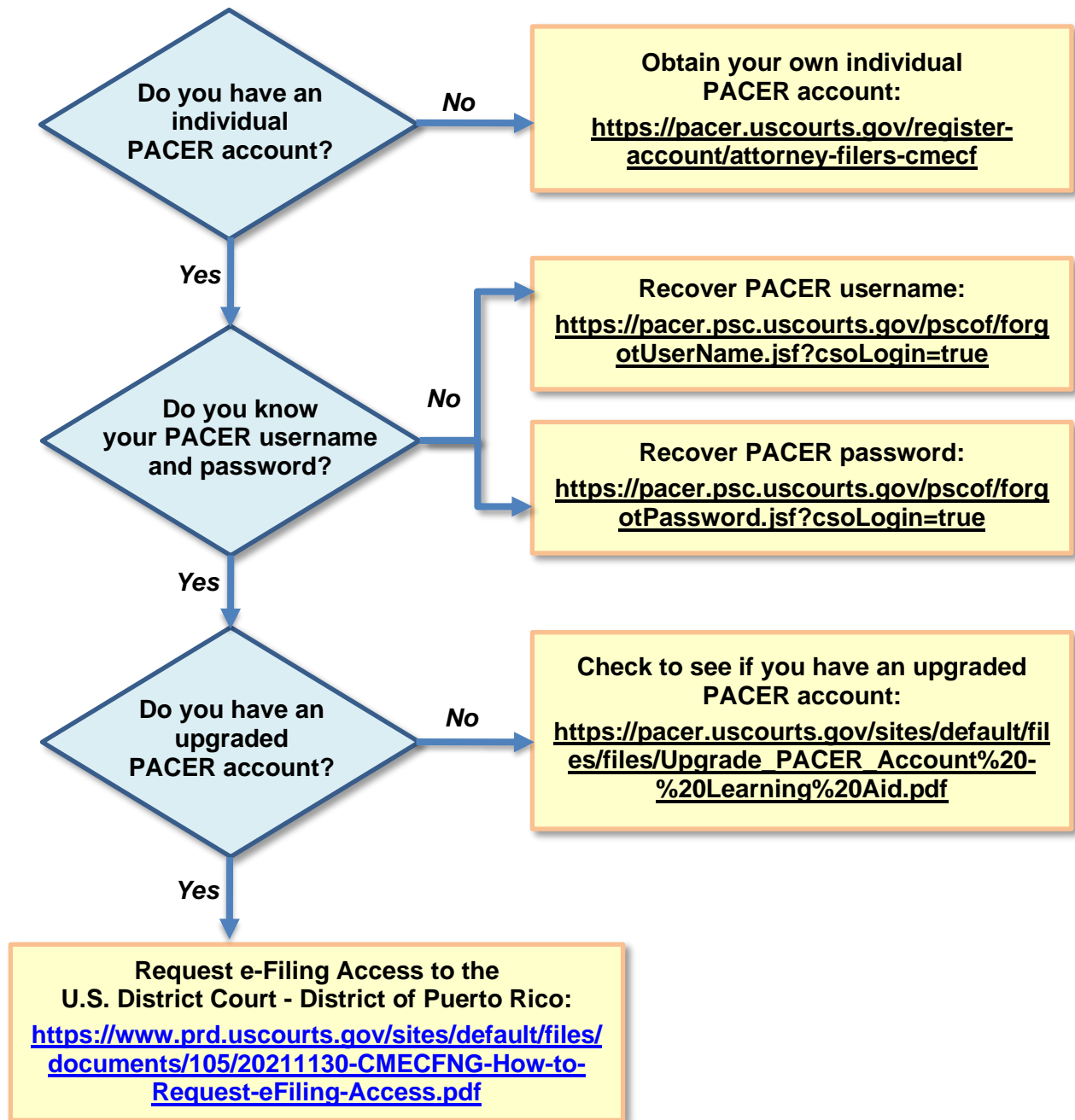
For more information on how to register a PAA account, please click the following URL link:

<https://pacer.uscourts.gov/my-account-billing/group-billing-access>

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## Overview

Follow the steps depicted in Figure 1 to **request e-Filing Access to NextGen CM/ECF**. The following sections on this document contain detailed information on each step of this procedure.



**Figure 1 - How to Request e-Filing Access to NextGen CM/ECF**

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## Do you have an individual PACER account?

| Response      | Procedure  |
|---------------|--|
| Yes           | See next section on this document.   |
| No            | <ol style="list-style-type: none"><li>1. Click on the following URL link:<br/><a href="https://pacer.uscourts.gov/register-account/attorney-filers-cmecf">https://pacer.uscourts.gov/register-account/attorney-filers-cmecf</a></li><li>2. Click <b>Register for an Account</b>.</li><li>3. Click on the following URL link for additional information:<br/><a href="https://pacer.uscourts.gov/register-account">https://pacer.uscourts.gov/register-account</a></li></ol>  |
| I do not know | <ol style="list-style-type: none"><li>1. Click on the following URL link to <b>login to PACER</b>:<br/><a href="https://pacer.login.uscourts.gov/csologin/login.jsf">https://pacer.login.uscourts.gov/csologin/login.jsf</a></li><li>2. Click <b>Forgot username?</b></li><li>3. Type your <b>e-mail address</b>.</li><li>4. Click <b>Click here for more options</b>.</li><li>5. Type your <b>first name</b>.</li><li>6. Type your <b>last name</b>.</li><li>7. Type your <b>date of birth</b>.</li><li>8. Click <b>Submit</b>.</li><li>9. To recover your <b>PACER password</b>, click on the following URL link:<br/><a href="https://pacer.login.uscourts.gov/csologin/login.jsf">https://pacer.login.uscourts.gov/csologin/login.jsf</a></li><li>10. Click <b>Forgot password?</b></li><li>11. Type your <b>e-mail address</b>.</li><li>12. Type your <b>PACER username</b>.</li><li>13. Click <b>Submit</b>.</li></ol> |

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## Do you have an upgraded PACER account?

| Response                | Procedure  |
|-------------------------|--|
| Yes                     | See next section on this document.   |
| No<br><br>I do not know | <ol style="list-style-type: none"> <li>Click on the following URL link to <b>login to PACER</b>:<br/><a href="https://pacer.login.uscourts.gov/csologin/login.jsf">https://pacer.login.uscourts.gov/csologin/login.jsf</a></li> <li>Type your <b>PACER username</b>.</li> <li>Type your <b>PACER password</b>.</li> <li>Click <b>Login</b>.</li> <li>Click <b>My Account &amp; Billing</b>.</li> <li>Click <b>Manage My Account Login</b>.</li> <li>If the <b>Account Type</b> is <b>Legacy PACER Account</b>, click <b>Upgrade</b>.</li> <li>Click <b>Person</b> to verify and update your <b>personal information</b>: <ul style="list-style-type: none"> <li><b>First Name</b></li> <li><b>Last Name</b></li> <li><b>Date of Birth</b></li> <li><b>E-mail address</b></li> <li>Select User Type <b>Attorney</b></li> </ul> </li> <li>Click <b>Address</b> to verify and update your <b>address information</b>: <ul style="list-style-type: none"> <li><b>Address</b></li> <li><b>City</b></li> <li><b>State</b></li> <li><b>County</b></li> <li><b>Zip Code</b></li> <li><b>Country</b></li> <li><b>Primary Phone</b></li> </ul> </li> <li>Click <b>Security</b> to update your <b>username, password</b>, and <b>security questions</b>: <ul style="list-style-type: none"> <li>Type a new <b>PACER username</b>.</li> <li>Type a <b>strong PACER password</b>.</li> <li>Type the <b>strong PACER password again</b> to confirm.</li> <li>Select the <b>first security question</b> from the dropdown list.</li> <li>Type the <b>answer to the first security question</b>.</li> <li>Select the <b>second security question</b> from the dropdown list.</li> <li>Type the <b>answer to the second security question</b>.</li> </ul> </li> <li>Click <b>Submit</b>.</li> <li>Click on the following URL link for <b>additional information</b>:<br/><a href="https://pacer.uscourts.gov/sites/default/files/files/Upgrade_PACER_Account%20-%20Learning%20Aid.pdf">https://pacer.uscourts.gov/sites/default/files/files/Upgrade_PACER_Account%20-%20Learning%20Aid.pdf</a></li> </ol> |

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**My PACER account is deactivated**

Contact the PACER Service Center (PSC) at 1-800-676-6856, or send them an e-mail at [pacer@psc.uscourts.gov](mailto:pacer@psc.uscourts.gov) to request activation of your PACER account.

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**How do I update my personal information in CM/ECF NextGen?**

All requests to update your personal information must be submitted in PACER:

- Law firm
- Address
- Telephone
- Primary e-mail address

Any changes made in PACER are automatically forwarded to our court.

Follow these steps to update your personal information in PACER:

1. Click on the following URL link to **login to PACER**:

<https://pacer.login.uscourts.gov/csologin/login.jsf>

2. Type your **PACER username**.
3. Type your **PACER password**.
4. Click **Login**.
5. Click **My Account & Billing**.
6. Click **Manage My Account Login**.
7. Click **Maintenance**.
8. Click **Personal Information** to change your *primary e-mail address*.
9. Click **Update Address Information** to change your *address* and *telephone* information.
10. Click **Submit**.

**NOTE:** The **changes** are **automatically forwarded to our court**.

11. For **additional information**, click on the following URL link:

<https://pacer.uscourts.gov/sites/default/files/files/Maintenance%20Tab%20-%20Learning%20Aid.pdf>

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### How do I update secondary e-mail addresses in CM/ECF NextGen?

Follow these steps to **update your secondary e-mail addresses** in CM/ECF NextGen:

1. Login to **CM/ECF NextGen**:

<http://ecf.prd.uscourts.gov>

2. Type your **PACER username**.
3. Type your **PACER password**.
4. Click **Login**.
5. Click **Utilities**.
6. Click **Maintain Your Account**.
7. Click **Email information...**
8. In the *secondary e-mail addresses* section, click **add new e-mail address**.
9. Type the *secondary e-mail address*.
10. Click **Return to Person Information Screen**.
11. Click **Submit**.
12. Click **Submit**.